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AUTHOR Witmer, David R.
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ABSTRACT

This report presents tables representing the total faculty teaching workload at the Wisconsin State universities during the academic year 1970-71. The data were obtained from a Scholarly Activities Report filed by faculty members in February 1971. The average total weekly hours range from 56 hours for professors to an average of 41 hours for faculty assistants. When viewed within the context of the total faculty workload, the amount of time spent by faculty members in teaching activities constitutes the major portion of their total workload. The various categories to which time is allotted include: group instruction, individual instruction, preparation and associated activities, conferring with students about coursework, student advising, departmental level administration, overall institutional administrative functions, departmental research, budgeted research, student service, library, extension and public service, auxiliary enterprises, and other professional activities. (HS)

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WISCONSIN STATE UNIVERSITIES
REPORT ON WORKLOAD OF TEACHING FACULTY
Fall Term 1970-71*

"The attempt to measure a faculty member's workload only in terms of how many hours he spends in formal group teaching is as erroneous as measuring the workload of a lawyer in terms of how many hours he spends arguing cases in court or the workload of a legislator only in terms of how many hours he spends debating and voting on the floor of the assembly or senate."[1]

Research findings indicate "that students and faculty agree on which teachers are effective, and that the best and worst teachers engage in the same scholarly activities and allocate their time in the same way."[2]

The total faculty workload consists of specific professional activities and duties in the broad areas of teaching, research, and public service. Teaching duties consist of activities such as organized group teaching, individual teaching, supervising graduate theses, preparation of lectures and other course materials, paper reading and correcting, advising and assisting students with course-related problems, and curriculum development. In addition to the teaching duties, there are research commitments, public services, committee assignments, general program planning and development, and departmental administrative duties. Research activities can be subdivided into those research projects specifically funded (project research) and research undertaken in direct support of the departments' instructional program (departmental research).

"It is misleading and potentially injurious to the effectiveness and quality of university teaching to have faculty workload measured and evaluated without a consideration of the total range of faculty duties and work expectations. The workload of other professionals, such as lawyers, cannot be measured simply by totaling the hours per week he spends in court. In fact, if the hours in court become so high that he has

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no time for preparation of his case, the lawyer will soon become ineffective. Similarly, a faculty member who spends so much time lecturing or meeting with laboratory classes that he has no time for preparation of lectures and developing laboratory procedures will rapidly become a less effective teacher. Thus, it is crucial that the total workload be determined so that the influence of an increase or decrease in group teaching duties on the teaching effectiveness of a faculty member may be properly assessed."[1]

Several statistics are used to measure faculty workload. None of the statistics when used alone, however, are adequate to define the total workload effort. The following indicators are commonly used to describe the faculty teaching workload:

1. Faculty Contact Periods. Faculty contact periods per week is the sum of the class periods (each approximately one hour long) that a faculty member teaches groups of students per week.
   No consideration is given to the number of students involved nor the preparation necessary for each period of teaching.
2. Faculty Course Credits. Faculty course credits per semester is the sum of the semester credit values of courses taught.
   For example, a faculty member teaching a freshman course with four credits, two senior courses with three credits each, and a graduate course with two credits would have a total of twelve course credits.
   No indication of class size nor complexity nor difficulty of teaching is indicated.
3. Student Contact Periods. Student contact periods per week is the product of the periods of class time (lecture, discussion, or laboratory) and the number of students in the class.

For example, a lecture class meeting three periods per week with 40 students enrolled would produce 120 student contact periods. This indicator provides a measure of faculty contact with students only in credit-producing situations; it does not measure faculty-student exchange outside of the classroom nor does it measure preparation for instruction.

4. Student Credits. Student credits per semester is theproduct of the course credits and the course enrollments.

For example, a course offered for four credits with an enrollment of 35 students generates 140 student credits. This indicator does not provide a reliable index of faculty-student contact outside of the classroom.

5. Hours per Week.

a. Group Instruction - refers to lecture, seminar, discussion and quiz, and laboratory sections of a semester or quarter duration. (Conferences, institutes, are included under "1" "Extension and Public Service")

b. Individual Instruction - independent study, reading, research, and thesis courses.

c. Preparation and Associated Activities - includes setting up laboratories, supervising faculty assistants, preparing and grading examinations, grading student reports, reference work directly associated with preparation for teaching courses, consultation about and supervision of student research and theses, and preparing, conducting, and grading degree examinations.

d. Conferring with Students about Course Work - includes only courses for which students are currently enrolled. (General academic advising is included under "e".)

e. Student Advising - advising students in regard to their total academic program. Does not include student conferences about the work of a course which is included in "d".

f. Departmental Level Administration - includes departmental activities, committee work, faculty meetings, etc. related to instruction.

g. School or College, or Overall Institutional Administrative Functions - academic program developments; preparation, review, and execution of the budget; facility planning and space allocation, etc.

h. Departmental Research - "non-budgeted" research supported by department funds as a specifically assigned and/or departmentally planned and/or mutually understood part of the faculty member's total regular responsibility; financed from instructional funds.

i. Budgeted Research (organized, sponsored, or contract research) - research conducted in separately budgeted and/or separately organized activities financed by "earmarked" research funds of the institution, or research conducted through separately budgeted accounts financed by funds outside of regular state appropriations but accepted by the institution for such research.

j. Student Service - services such as those of a counseling center, dean of men, placement center, financial aids office, student health center, student activities office, housing bureau, etc.

k. Library - includes all learning materials collection, storage, and circulation: books, films, etc.

l. Extension and Public Service - includes conferences, institutes, workshops, etc. Also included are governmental and other counseling and consulting work for which pay is as a part of regular institutional salary, and radio and television activities.

m. Auxiliary Enterprises - includes intercollegiate athletics, residence halls, food service, student union, etc.

n. Other - includes professional activities such as general preparation not related to a particular course or courses currently taught; general reading and activities in relation to professional and scholarly associations to keep abreast of fields of scholarship; and any other type of scholarly activity of a professional nature not elsewhere reported and for which compensation is a part of regular institutional salary.

o. Total Hours per Week - the total hours per week represents the typical work week of a teaching faculty member im all university-related activities.

The data reported in Table I show average weekly staff time allocations for academic staff who are budgeted from instructional funds. The tables have been developed from information provided by faculty members on a Scholarly Activities Report filed by faculty members in February, 1971.

The average total weekly hours ranges from 56 hours for professors to an average of 41 hours for faculty assistants. It is also clear that the instructional faculty are not spending an inordinate amount of time in research activities. For example, an average of two hours per week are spent by faculty in research and public service activities. Any increase in faculty instructional workload must come at the expense of an already minimal commitment to research and public service or result in a decrease in the quality of instruction.

When viewed within the context of the total faculty workload, the amount of time spent by faculty members in teaching activities constitutes the major portion of their total workload. The dominance of the teaching mission is evident in the Wisconsin State Universities.

There is great danger in equating "teaching" with "direct classroom or group instruction". First, this view does not recognize the amount of

time spent in individual instruction, nor does it recognize the time that is required to prepare for such teaching activities. Second, faculty members already carry a substantial workload and any shift in emphasis among the areas of teaching, research, or public service must necessarily result in trade-offs among these areas. An increased emphasis on teaching must come at the expense of research and public service which already are very minor portions of the total faculty workload.

A single indicator, such as time spent in formal classroom or group instruction, presents a considerably limited view of the mission of higher education. Several other indicators which measure other aspects of teaching, as well as research and public service, are needed to present a complete view.

WISCONSIN STATE UNIVERSITIES

Teaching Faculty Workload
Fall Term 1970-71

	Professors	Associate Professors	Assistant Professors	Instructors & Lecturers	Faculty Assistants	All Ranks
Contact Periods and Credits per Week						
Faculty Contact Periods	11.2	11.2	12.3	12.2	----	11.9
Faculty Course Credits	10.9	9.5	9.7	10.3	----	10.1
Student Contact Periods	417.0	361.0	387.0	432.0	----	401.0
Student Credits	406.0	306.0	306.0	348.0	----	337.0
Hours per Week						
Group Instruction	11.2	12.5	12.8	12.4	15.6	12.3
Individual Instruction	2.6	1.7	2.0	1.7	5.7	2.0
Preparation	17.9	19.0	19.7	21.5	12.3	19.8
Conferring with Students about Course Work	5.9	5.8	5.6	4.8	4.5	5.4
Advising Students on Academic Program	3.2	2.5	1.7	1.4	1.2	2.0
Departmental Admin.	6.3	4.1	2.4	1.5	.4	3.1
School, College, and University Admin.	3.1	1.6	1.1	.9	.1	1.5
Departmental Research	1.3	.6	1.2	.4	----	.8
Budgeted Research	1.1	.9	.9	----	----	.6
Student Services	.7	.5	.4	.4	----	.5
Library & Learning Resources	.4	.3	.8	.8	.1	.6
Extension & Public Service	.9	.5	.4	.2	----	.4
Auxiliary Enterprises	.3	.5	.7	1.8	.3	.9
Other	5.5	6.2	6.4	6.2	2.4	6.1
Total Hours Per Week	60.4	56.7	56.1	54.0	42.6	56.0

Teaching Faculty Time Allocations
(in hours per week)

Fall Term 1970-71

	Professors		Associate Professors		Assistant Professors		Instructors & Lecturers		Teaching Assistants		All Ranks	
	UW	WSU	UW	WSU	UW	WSU	UW	WSU	UW	WSU	UW	WSU
Teaching Duties	34	38	37	39	40	42	43	42	43	39	38	41
Group Teaching	22	26	26	29	30	31	39	32	37	24	30	31
Individual Teaching	5	6	4	4	2	5	--	4	--	9	4	4
Post-Doctoral Training	1	--	1	--	1	--	--	--	--	--	--	--
Course/Curriculum Devel., Advising, Etc.	6	6	6	6	7	6	4	6	6	4	4	6
Research Duties	9	2	9	2	7	2	3	--	2	--	7	2
Funded Research	5	1	5	1	3	1	1	--	1	--	4	1
Departmental Research	4	1	4	1	4	1	2	--	1	--	3	1
Public Service Activities	2	1	2	1	1	--	1	--	--	--	2	1
Dept./Div./Unit Duties	8	9	6	6	4	4	2	2	--	1	5	5
Other Activities	2	6	3	5	2	8	1	8	1	3	2	6
Total Work Hours	55	56	57	54	54	56	50	54	46	41	54	55

Faculty Contact Periods per Week in Credit Courses
(Group Teaching)

Fall Term 1970-71

	Professors	Associate Professors	Assistant Professors	Instructors	Teaching Assistants	All Ranks
Wisconsin State Universities	10.5	11.8	12.3	12.8	---	12.1
Branch Campuses	14.7	----	14.0	15.5	---	15.4
University of Wisconsin --						
Madison	8.9	10.1	9.7	8.2	3.9	
Milwaukee	11.8	12.2	11.3	10.7	4.9	
Parkside	9.7*	12.3	13.3	11.7	----	
Green Bay	7.9*	10.5	9.9	9.3	----	
Centers	----	11.0	10.6	12.0	----	

*Small number of full professors -- most involved in developing the new academic programs and serving as concentration or division chairmen, thus with reduced classroom loads.

TEACHING FACULTY WORKLOAD
(Group Instruction)
Fall Term 1970-71

	Professors	Associate Professors	Assistant Professors	Instructors & Lecturers	All Ranks
Faculty Contact Periods					
Wisconsin State Universities	10.5	11.8	12.3	12.8	12.1
University of Wisconsin - Madison	8.9	10.1	9.7	8.2	--
Faculty Course Credits					
Wisconsin State Universities	10.3	10.3	10.8	10.9	10.8
University of Wisconsin - Madison*	8.8	10.1	8.9	6.8	--
Student Contact Periods					
Wisconsin State Universities	417	361	387	432	401
University of Wisconsin System	280	275	284	278	--
Student Credits					
Wisconsin State Universities	406	306	306	348	337
University of Wisconsin System	264	253	241	227	--

*Estimate

COMPARISON OF REPORTS ON FACULTY TIME UTILIZATION
1965 and 1970

Data in the attached tables were collected from each person occupying a faculty position as shown on the Wisconsin State Universities October payroll and employed during the entire fall semester or quarter of 1965, and a 20 per cent sample of the full-time faculty of Stout State University and Wisconsin State University-Oshkosh in the fall semester of 1970.**

FACULTY BY RANK
COMPARISON OF POPULATION AND SAMPLE

Rank	Population	Sample
Professor	17.6	14.3
Associate Professor	20.3	22.1
Assistant Professor	31.2	29.0
Instructor	27.5	26.4
Other	3.4	8.2
Number of Cases	3,474	321

WISCONSIN STATE UNIVERSITIES

FACULTY TIME UTILIZATION STUDY
First Semester 1965-66 and 1970-71

Group Instruction Typical Hours Per Week

	Professors		Associate Professors		Assistant Professors		Instructors		Other		Total	
Activity	1965	1970	1965	1970	1965	1970	1965	1970	1965	1970	1965	1970
INSTRUCTION	42.09	40.18	43.25	39.69	45.79	39.42	44.73	40.67	45.50	33.60	44.39	39.83
Group (Class) Instruction	11.94	12.09	13.40	11.46	13.60	12.16	14.03	12.37	15.16	14.60	13.54	12.13
Individual Instruction	2.08	2.13	1.85	1.71	2.02	2.13	1.88	1.02	1.42	3.20	1.92	1.78
Preparation & Associated Activities	20.32	19.00	21.09	19.83	23.14	18.40	22.81	20.74	23.81	10.20	22.23	19.17
Conferences with Students	4.52	4.87	4.63	4.40	4.96	5.22	4.73	5.05	4.72	4.20	4.75	4.91
Academic Advising	3.94	2.09	2.28	2.29	2.07	1.51	1.28	1.49	.39	1.40	1.95	1.84
RESEARCH	.75	3.19	1.07	1.09	.81	1.31	.36	.22	.25	.40	.69	1.20
Departmental Research	.43	1.65	.69	.57	.54	.67	.29	.12	.25	.40	.46	.62
Organized Research	.32	1.54	.38	.52	.27	.64	.07	.10	--	--	.23	.58
ADULT EDUCATION & PUBLIC SERVICE	.55	.75	.25	.34	.24	.33	.11	.15	.66	.81	.27	.37
SUPPORT SERVICES	15.51	12.98	11.73	16.68	11.66	16.14	10.00	15.66	8.69	12.39	11.45	15.50
Student Services	.17	.23	.28	.38	.16	.22	.19	.26	.03	.04	.19	.26
Departmental Admin.	4.41	2.22	2.06	2.91	1.27	2.05	.71	2.14	.32	.41	1.63	2.24
School, College, & University Admin.	3.36	3.17	1.61	1.71	.80	.71	.29	.49	.43	.39	1.13	1.21
Auxiliary Services	.66	.13	.82	.20	1.04	.82	1.19	.23	.64	.40	.97	.42
Other Activities & Services	6.91	7.23	6.96	11.48	8.39	12.34	7.62	12.54	7.27	11.15	7.53	11.37
TOTAL	58.9	57.1	56.3	57.8	58.5	57.2	55.2	56.7	55.1	47.2	56.8	56.9
Number of Cases	212	23	349	35	512	55	488	43	115	5	1676	161
Distribution by Rank	12.6%	14.3%	20.8%	21.7%	30.6%	34.2%	29.1%	26.7%	6.9%	3.1%	100%	100%

WISCONSIN STATE UNIVERSITIES

FACULTY TIME UTILIZATION STUDY
First Semester 1965-66 and 1970-71

Group Total Faculty Typical Hours per Week

Activity	Professors		Associate Professors		Assistant Professors		Instructors		Other		Total	
	1965	1970	1965	1970	1965	1970	1965	1970	1965	1970	1965	1970
INSTRUCTION	32.61	31.22	37.43	33.40	40.13	34.65	37.43	30.82	28.88	12.35	36.68	31.98
Group (Class) Instruction	9.13	8.76	11.70	9.42	12.00	10.63	11.67	9.27	9.40	5.01	11.18	9.49
Individual Instruction	1.56	1.55	2.56	2.57	1.78	1.88	1.75	.83	1.46	1.59	1.86	1.66
Preparation & Associated Activities	14.91	14.33	16.93	15.36	20.00	16.06	18.71	15.43	14.47	3.43	17.76	15.01
Conferences with Students	3.44	4.49	3.98	3.90	4.36	4.59	3.91	3.81	2.91	1.36	3.89	4.11
Academic Advising	3.57	2.09	2.26	2.15	1.99	1.49	1.39	1.48	.64	.96	1.99	1.71
RESEARCH	.95	3.32	1.28	2.53	.81	1.58	.79	.76	2.58	6.47	1.07	2.02
Departmental Research	.62	1.71	.86	1.27	.58	.83	.43	.56	1.08	3.78	.64	1.10
Organized Research	.33	1.61	.42	1.26	.23	.75	.36	.20	1.50	2.69	.43	.92
ADULT EDUCATION & PUBLIC SERVICE	.72	1.30	.36	.93	.41	.31	.25	.29	.63	.69	.42	.62
SUPPORT SERVICES	25.44	23.47	17.59	23.13	17.49	20.81	18.07	24.97	24.93	38.11	19.54	23.32
Student Services	1.93	3.21	2.16	3.57	2.77	1.61	4.13	3.02	6.69	6.50	3.26	2.84
Departmental Admin.	5.57	4.02	3.38	4.97	1.68	2.19	.92	2.09	.46	1.02	2.27	3.01
School, College & University Admin.	10.13	5.57	3.24	3.72	1.85	1.95	.67	1.42	3.33	4.98	3.17	2.75
Auxiliary Services	.95	.45	1.20	.58	2.05	1.00	3.70	1.90	6.15	12.03	2.56	1.44
Other Activities & Services	6.86	10.22	7.61	10.29	9.14	14.06	8.65	16.54	8.30	13.58	8.28	13.28
TOTAL	59.7	59.3	56.7	60.0	58.8	57.4	56.5	56.8	57.0	57.6	57.7	57.9

WISCONSIN STATE UNIVERSITIES

FACULTY TIME UTILIZATION STUDY
First Semester 1965-66 and 1970-71

Group: Research Typical Hours per Week

Activity	1965	1970
INSTRUCTION	7.25	15.00
Group (Class) Instruction	2.86	8.00
Individual Instruction	1.14	3.00
Preparation & Associated Activities	2.19	2.33
Conferences with Students	.48	1.00
Academic Advising	.58	.67
RESEARCH	48.95	40.00
Departmental Research	14.62	23.67
Organized Research	27.19	16.33
ADULT EDUCATION AND PUBLIC SERVICE	.09	2.00
SUPPORT SERVICES	8.04	2.33
Student Services	.71	.33
Departmental Administration	.19	.67
School, College and University Admin.	--	--
Auxiliary Services	--	--
Other Activities and Services	7.14	1.33
TOTAL	57.2	59.33

WISCONSIN STATE UNIVERSITIES

FACULTY TIME UTILIZATION STUDY
First Semester 1965-66 and 1970-71

Group Public, Student, and Support Services Typical Hours per Week

Activity	Professors		Associate Professors		Assistant Professors		Instructors		Other		Total	
	1965	1970	1965	1970	1965	1970	1965	1970	1965	1970	1965	1970
INSTRUCTION	14.73	7.59	16.12	15.23	12.54	8.36	12.32	7.34	6.86	4.19	12.91	8.24
Group (Class) Instruction	4.20	1.10	5.23	4.67	4.21	2.20	3.56	1.88	1.63	.94	3.98	2.30
Individual Instruction	.64	.20	1.14	1.07	.62	.50	1.30	.39	1.58	.71	1.02	.46
Preparation and Associated Activities	5.42	3.60	6.04	4.93	4.68	3.20	4.64	2.74	2.11	1.25	4.76	2.81
Conferences with Students	1.55	.60	1.53	2.73	1.41	1.10	1.07	.86	.51	.43	1.26	1.01
Academic Advising	2.92	2.09	2.18	1.83	1.62	1.36	1.75	1.47	1.03	.86	1.98	1.66
RESEARCH	1.31	3.63	2.09	5.88	.81	3.08	.98	2.04	.44	1.58	1.15	2.91
Departmental Research	.96	1.86	1.50	2.90	.76	1.73	.92	1.61	.38	.73	.93	1.80
Organized Research	.35	1.77	.59	2.98	.05	1.35	.06	.43	.06	.85	.22	1.11
ADULT EDUCATION AND PUBLIC SERVICE	1.01	2.56	.76	2.31	1.23	.17	.73	.63	.67	.36	.89	2.43
SUPPORT SERVICES	42.85	47.62	39.83	37.88	44.42	46.49	45.77	47.19	51.93	54.97	44.55	46.22
Student Services	5.02	10.06	9.29	11.01	15.50	9.26	17.65	9.60	17.63	10.13	12.80	10.81
Departmental Administration	7.60	8.16	8.41	9.76	3.67	2.97	1.63	1.96	.70	1.31	4.51	5.74
School, College, and University Administration	22.00	11.10	9.41	8.14	6.97	8.76	1.96	3.65	8.19	7.69	9.72	8.56
Auxiliary Services	1.46	1.20	2.66	1.47	5.51	2.00	12.32	5.89	15.38	18.76	7.10	6.49
Other Activities and Services	6.77	17.10	10.06	7.50	12.77	23.50	12.21	26.09	10.03	17.08	10.42	14.62
TOTAL	59.9	61.4	58.8	61.3	59.0	58.1	59.8	57.2	59.9	61.1	59.5	59.8

1. Faculty Duties and Workload at the University of Wisconsin (Madison: Planning and Analysis, The University of Wisconsin, 1971), page ii.

2. Milton Hildebrand and Robert C. Wilson, Effective University Teaching and its Evaluation (Berkeley: University of California, 1970).

*This report was prepared by David R. Witmer, Director of Institutional Studies and Academic Planning, Board of Regents of State Universities, Madison, Wisconsin

**For definitions and detailed sampling descriptions see:

L. Joseph Lins, Report on Faculty Time Utilization Study . . . 1965-66, CCHE #27, (Madison: Wisconsin Coordinating Committee for Higher Education, 1967), 27 pages.

L. Joseph Lins, Characteristics and Utilization of Time of Teaching Faculty . . . (Madison: Wisconsin Coordinating Council for Higher Education, 1971), xvi and 134 pages.

David R. Witmer, Report on Workload of Teaching Faculty, Fall Term 1970-71 (Madison: Board of Regents of Wisconsin State Universities, 1971), 10 pages.